

## REQUEST FOR INFORMATION

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact #:** \_\_\_\_\_

**Has requested the records described below.**

**This department hereby releases information as requested by private citizen; agency; organization; city department; developer; engineering company; and/or non-profit organization with the understanding that a time or deadline will be needed to get the appropriate information.**

**State what records or documents are requested, what information is contained in the requested documents or records, and the department will also inform the individual or company if a cost is involved in preparing or acquiring such records or request. The department will respond within 5 days to your request.**

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**Development Services Department**